

Jeremiah W. (Jay) Nixon
Governor



Nancy Johnston
Director

Doug Nelson
Commissioner

State of Missouri
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January 30, 2015

Dear Prospective SERD Vendor/Sponsor -

Every week, thousands of state employees shop, dine and spend their money on a variety of goods and services in our local communities. Like you, they are hardworking people contributing to the economy of our state, while often receiving little recognition for their efforts.

The Office of Administration's Division of Personnel wants you to know that state employees are appreciative of your business, and the services you provide. Each year, we sponsor a way for employees to learn more about you while potentially drawing thousands of current and potential customers to your business all year long.

It all happens during our annual State Employee Recognition Day (SERD) event.

This year, "State Employee Recognition Week" (SERW) is June 8 - 12, with the annual capstone event, **State Employee Recognition Day (SERD) on Thursday, June 11**, on the south lawn of the State Capitol from 11 am until 2 pm.

It's easy to participate!

Just let our office know that you want to be a SERD sponsor, or provide a discounted good or service to state employees during the week of SERW, or during SERD on June 11 by completing the attached form(s). Your business and applicable promotion will be listed on our website, through social media, and during our capstone event, SERD, on June 11th. To register, please complete the enclosed forms.

As a proud State employee, I thank you for your help to make SERW and SERD a rewarding time for employees, and hopefully for you too. For more information or to download the participation form, please visit our website at www.serd.mo.gov.

With your help, we can build an event that's rewarding for everyone.

Regards,

A handwritten signature in cursive script that reads "Nancy Johnston".

Nancy Johnston
Director

Enclosures

c: Allan Forbis, Director, Center for Management and Professional Development
Ashley Brown, SERW/SERD Program Coordinator



Celebrate State of Missouri Employee Recognition Week & Day

Every week, thousands of state employees work diligently to provide vital services to Missouri citizens. To honor these dedicated men and women, a special week is set aside each year to educate communities about the many ways in which government serves the people and how state government enriches our lives each day.

SERW—June 8 – 12, 2015
SERD—June 11, 2015

The many ways you can participate are listed on the following pages.



Learn more about SERD by visiting our website:
www.serd.mo.gov

Coordinated by State of Missouri Center for Management and Professional Development
within the Office of Administration, Division of Personnel

Make this *your* year to become part of this special event!



How to Become Part of State Employee Recognition Week/Day

Missouri State Government is an employer with a strong presence in cities both large and small. To recognize and thank the men and women who patronize your business – and are a vital part of Missouri's economy – please show your appreciation by acknowledging Missouri state employees during SERW- June 8 – 12, 2015 and/or on SERD – June 11, 2015.

Here are just some of the ways you can get involved:

1. Become a SERD Sponsor
2. Offer special discounts or coupons for state employees during SERW or on SERD, or even during another date and time in 2015.
3. Participate at the SERD event at the Capitol by providing pertinent information for employees about your business product or service [*booth space is provided at no charge*]
4. Provide free promotional items such as cool cups, pens, lanyards, coasters, coupons, etc.
5. Donate a needed service for the event such as food or beverage
6. Provide a prize for state employees who attend the event to register to win
7. Volunteer to work at the event [*other than working at a booth/table*]
8. Advertise your support of state employees at your business or via the newspaper

If you have questions, or would like additional information on SERW/SERD visit www.serd.mo.gov or contact Ashley Brown, the event coordinator at 573-526-4554 or Ashley.Brown@oa.mo.gov.

To get involved, please complete the enclosed Sponsorship and/or Vendor Registration Form and return to Ashley Brown at the address below.

SERW – SERD is administered by:

State of Missouri
Center for Management and Professional Development
Office of Administration, Division of Personnel
Truman State Office Building, Room 430
301 West High Street
Jefferson City, MO 65101
573-751-4514
www.training.oa.mo.gov
www.serd.mo.gov

STATE OF MISSOURI
Center FOR
MANAGEMENT AND
Professional Development

"We inspire current and potential leaders on their journey to excellence."



Missouri State Employee Recognition Day Sponsorship Form

Yes! I want to be a sponsor for the 2015 State Employee Recognition Day (SERD) event held in Jefferson City.

Please provide the following information:

Sponsor Name: _____

Contact: _____

Address: _____

City, State, Zip: _____

Phone: _____ **E-mail:** _____

SPONSORSHIP for SERD

Monetary donations for SERD will be used to purchase food, beverages, entertainment and other items for state employees to enjoy in conjunction with SERD as determined by the Division of Personnel/Office of Administration.

Please check your level of sponsorship:

☐ **GOLD: \$750 and above**

☐ **SILVER: \$500 and above**

☐ **BRONZE: \$250 and above**

Sponsors will be listed on the SERD webpage, in social media efforts used to promote SERD, and via posters prominently displayed at the SERD event. Sponsors will also receive a premium location for their booth if they attend the event as a vendor.

☐ ***Special In Kind Prize Donation**

An In Kind Donation is a prize purchased by a donor for state employees to receive in conjunction with SERD. The prize and donor will be listed on the SERD webpage. Prizes will be made available to all state employees regardless of the employee's geographic work location. Prizes can include, but are not limited to: electronic tablets, blu-ray players, Visa gift cards, gift certificates, etc. Individuals or businesses who select this option will be contacted to discuss the nature of the prize and prize delivery.

****Please complete Section 3 on the attached Vendor Registration form and include with this form when registering as a Sponsor for SERD.***

IMPORTANT: If you are also interested in attending SERD as a vendor, please check the box below. You will be contacted by the event coordinator.

☐

YES, I also want to have a booth at SERD for my business (there is no fee to be a vendor)

Please make your check or money order payable to: **Office of Administration, Division of Personnel**
Sponsorship Commitment forms and checks/money orders are due by close of business **Monday, May 11, 2015.**

Mail/Deliver this form with your donation (and Prize Donation Form, if applicable) to:

Attn: Ashley Brown
Division of Personnel
301 W. High Street
Truman State Office Building, Room 430
Jefferson City, MO 65101



Vendor Registration

STATE EMPLOYEE RECOGNITION DAY

Thursday, June 11, 2015 – 11:00 m – 2:00 pm

Missouri State Capitol Bldg., South Lawn

Section 1

Vendor Name:

Type of Business:

Address:

Contact:

Phone Number:

E-Mail:

If you are not attending the event but would like to donate a service, prize or sponsorship please go to Section 3

Section 2

Will a booth be set up? YES ☐ NO ☐

Will a tent be set up? YES ☐ NO ☐

If yes, provide specifications:

Electric Required? YES ☐ NO ☐

If yes, provide amp and volt requirements, type of plug (3 prong etc.) Provide digital picture if an unusual plug is required – attach to this form.

NOTE: Wood, metal or plastic poles or standards shall not be used to support signs and/or banners, and shall not be brought onto the Capitol grounds. Signs displayed during an activity shall not contain any obscene words or symbols, banners and flags may not be flown from tents.

Section 3

Service Donated

Food [specify] -

Beverage [specify] -

Prize [specify] -

Sponsorship Amount: \$_____

Please make your check or money order payable to Office of Administration, Division of Personnel

Questions - contact the event coordinator, Ashley Brown at 573-526-4554 or at Ashley.Brown@oa.mo.gov. Return completed form to: ATTN: Ashley Brown, Center for Management and Professional Development, Office of Administration, Division of Personnel, Truman State Office Building, 301 West High Street, Room 430, Jefferson City, MO 65101, fax to 573-751-8641 or e-mail to Ashley.Brown@oa.mo.gov.

All registrations must be received by Monday, May 11, 2015.

Your participation, donations and sponsorships are greatly appreciated! Thank you!

RULES FOR USE OF CAPITOL GROUNDS

The following are excerpts from 1 CSR 35-1.050 Public Use of State Facilities. The document in its entirety may be found at <http://www.sos.mo.gov/adrules/csr/current/1csr/1c35-1.pdf>.

(1) Facilities Subject to this Rule:

Definitions

- (A) This rule governs public use of the Capitol Building and grounds, as defined in subsection (1)(B) hereof, and of other public building and grounds, as defined in subsection (1)(D) hereof.
- (B) As used in this rule, the term “Capitol Building and grounds” means the first floor of the Capitol rotunda, the museum area, corridors, restrooms and all other common areas on the first floor of the Capitol Building, the circular drive and the Capitol grounds. The Capitol grounds, as shown on Appendix A, extends to High Street on the south and to Jefferson Street on the east, but do not include Parking Lots Number 1, 2, 4 and 15A, nor the Highway and Transportation Building and its grounds nor the buildings and grounds know as “Lohman’s Landing.”
- (C) Regulations governing the public use of the Capitol Building and grounds are set forth in section (4) of this rule.
- (H) As used in this rule, the term “grounds” means the land lying between a public building and the property line of the land on which the building is situated.

(4) Public Use of the Capitol Building and Grounds.

- (A) The following activities and conditions are not permitted in or about the Capitol Building and grounds, as defined in section (1) of this rule:
 - 3.The service of food or beverage on the Capitol grounds is prohibited unless approved by the facility manager and the food or beverage is served without charge.
 - 5. Commercial activities, including the sale of any goods or services and any other activities undertaken for the primary purpose of obtaining a financial return for the benefit of an individual or organization, whether organized for profit or not, except as otherwise authorized in this rule;
 - 14.Wood, metal or plastic poles or standards shall not be used to support signs or banners and shall not be brought onto the Capitol grounds. Signs displayed during an activity shall not contain any obscene words or symbols;
 - 15. Any other activity that presents a significant likelihood of damage to the rotunda or other portions of the Capitol;

ADDITIONAL INFORMATION REGARDING THE USE OF THE SOUTH LAWN OF THE MISSOURI STATE CAPITOL BUILDING:

- Site amenities may be brought in for events, i.e. chairs, tables, etc. These are the sole responsibility of the user.
- Items that require anchoring into the ground are not permitted, as the area is covered by an underground lawn irrigation system
- Any use that does damage to the sidewalks or lawns is prohibited (i.e. barbecue grills must have protection under them; any liquid or substance that would kill grass is prohibited [this includes ice], or must be moved to a sidewalk.)
- All parties are responsible for proper cleanup of the area and disposal of all trash.
- The facility manager may impose reasonable limits on the duration of the activity and the space allocated to it, and may furnish materials, supplies, and equipment needed for the activity, if such are available, but may limit the amount furnished so that government property may remain accessible to other members of the general public. All permits issued shall require the permittee to comply with the condition described in sub-section (4)(A) of 1 CSR 35-1.050 Public Use of State Facilities

Note – all motorized vehicles are not allowed on any sidewalk area without obtaining a permit from the facility manager.